

## **ASSISTANT PLANNING AND DEVELOPMENT DIRECTOR**

### **CITY OF ASHEVILLE, NORTH CAROLINA CLASS SPECIFICATION**

#### **ASSISTANT PLANNING AND DEVELOPMENT DIRECTOR PLANNING AND DEVELOPMENT DEPARTMENT**

##### **GENERAL STATEMENT OF DUTIES**

Performs responsible, complex, administrative and professional work managing the City's planning program. Employee reports to the Planning and Development Director.

##### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class assists with performing technical, administrative, supervisory, and professional work in directing and coordinating the activities of the Planning and Development Department to insure the orderly growth and efficient administration of City resources. Work involves the program development and implementation of a variety of planning and development projects. Work requires the application of specialized knowledge and skills in the formulation, installation, modification and improvement of master and subsidiary plans for the City's physical and community social and economic development. Work includes frequent contact with the print and television media and requires considerable discretion in handling public and confidential information. Employee serves as a technical advisor to the City Council and City officials on matters relating to planning and development. Position directly provides and/or supervises staff liaison function for a variety of City boards and commissions and outside agencies, including the Planning and Zoning Commission, Housing and Community Development Committee, Historic Resources Commission, and Board of Adjustment. Supervision is exercised over professional, technical, and supporting personnel. Considerable tact and courtesy must be exercised in frequent contacts with City, municipal, state and federal officials and private citizens. Work is performed with considerable independence with broad objectives established as guidelines. Work is performed under little or no direct supervision of the Planning and Development Director and is evaluated through periodic conferences and reports in terms of the overall results achieved.

##### **ILLUSTRATIVE EXAMPLES OF WORK**

##### **ESSENTIAL JOB FUNCTIONS**

Assists with planning, organizing and directing the activities of professional, technical and clerical personnel engaged in a variety of planning and development issues; assists with developing and administering departmental policies.

Serves as technical planning advisor to the City Manager, City Council, Planning and Zoning Commission, Board of Adjustment, Housing and Community Development Committee,

## **ASSISTANT PLANNING AND DEVELOPMENT DIRECTOR**

Historic Resources Commission, and other officials; provides assistance to other City departments and public agencies involved in long-range and current planning.

Assists with coordinating departmental activities relating to development review, sign design, and architectural standards.

Assists in preparation and administration of departmental work programs and budgets; prepares and reviews contracts and agreements; drafts recommendations; and reviews applications for federal and state funded projects.

Assists with analyzing City problems, needs, programs, services and requests for assistance; recommends project priorities.

Prepares comprehensive reports based upon careful research and study of planning problems.

Supervises the gathering and analysis of statistical and narrative data pertaining to population growth, land use and economic development.

Coordinates the preparation of various materials for presentation to elected officials, appointed boards, community groups and concerned citizens; participates in meetings and public hearings to explain recommendations and planning proposals.

Assists with coordinating City planning activities with affected municipal, state, federal and private agencies.

Assists with coordinating educational and public relations activities related to planning, economic development, community development and preservation.

Assists in the selection, recruitment, and development of professional, technical, and support personnel.

Gives oral presentations regarding planning and development issues to various City and community groups; serves as spokesperson for the Planning and Development Department; attends conferences and other professional development activities.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles, practices, and objectives of urban planning.

Thorough knowledge of economics, sociology, public administration, and quantitative methods and research techniques as related to planning.

Thorough knowledge of the principles and practices of engineering, architecture and physical design as generally related to planning.

Thorough knowledge of the environmental and socioeconomic implications of the planning process.

Thorough knowledge of the current literature, trends, and developments in the field of urban

## **ASSISTANT PLANNING AND DEVELOPMENT DIRECTOR**

planning.

Thorough knowledge of the principles of supervision, organization, and administration.

Thorough knowledge of the procedures and practices of community development and economic development; including the management of federal and state grants.

Skill in the collection, analysis and presentation of technical data and planning recommendations.

Ability to establish and maintain effective working relationships with subordinates, public officials, community leaders, and professional groups.

Ability to plan, assign and direct the work of subordinates.

Ability to express ideas effectively orally and in writing.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in planning, architecture, engineering or a related field and a minimum of seven years of related experience; a master's degree in planning or public administration preferred; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 25

Exempt